

1-0 ROUTINE SCREENING AND UPDATING OF MEMOS AND MANUALS


Memos and manuals will be reviewed on a regular basis to assure that the materials contained are current. The responsibility for the review will generally lie with the individual whose expertise relates most closely to the contents (such as the Technical Committee Chair or Technical Specialist).

Attachment A lists the contact person responsible for each memo in *Memos to Designers*. The *Memo to Designer* contact person is responsible for answering questions and initiating necessary reviews as changes occur.

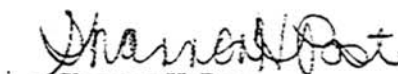
Memos generally contain instructions, guidelines and other information that apply as a matter of policy, or serve as an expeditious method of communication with project personnel. Design information may be placed in a memo temporarily and eventually moved into other Bridge Design manuals. Administrative and Procedural Memos will remain in effect until superseded or rescinded.

The following page shows Form DS-MS-0012 "Request for Manual Change" which shall be used by the contact person to initiate the process through the Technical Publications unit. (Copies of the form are available from Technical Publications.) It is important to indicate the effective date for implementation of the change on the request.

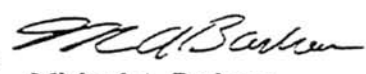
Memo to Designers 1-2 has more detailed information on the handling of suggestions for revisions and the processing of manual changes.



Richard D. Land
Bridge Design Branch A



Shannon H. Post
Bridge Design Branch B



Michael A. Barbour
Bridge Design Branch C

RDL:jlw

Attachment

Memo converted to metric format.

Supersedes Memo to Designers 1-0 dated November 1992.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
REQUEST FOR MANUAL CHANGE
 DS-MS-0012 (REV. 3/98)

Instructions: 1. Initiator fill out form completely.
 2. Send completed form to Judi Wong, Technical Publications.

INITIATOR(S)	PHONE	DATE
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☐ Bridge Design Aids ☐ Bridge Design Details ☐ Bridge Design Practice ☐ Bridge Design Specifications
☐ Memo to Designers ☐ Other _____

Section/Page(s) _____

Related Change(s) _____

Type of Change: ☐ New ☐ Update ☐ Deletion

Effective date of change is normally from this date forward. Please check if there are special implementation requirements:

☐ Change Unchecked Details ☐ Change all Plans not PS&E'd
☐ Change All PS&E (Special Implementation) ☐ Change Construction (Special Implementation)

☐ 1. Prepare for Comments

☐ Normal Circulation (Names in **BOLDFACE**)

☐ **ALTMAN, S.**
☐ Anderson, R. C.
☐ Askelson, P.
☐ **BARBOUR, M. A.**
☐ **BARLOW, R. F.**
☐ Brown, C. (Ski)
☐ Cotter, P. W.
☐ Danke, G.
☐ **DAVISSON, E. R.**
☐ **DOWNING, J. E.**
☐ Falsetti, R.
☐ **FOSTER, J. L.**

☐ **FUJIMOTO, J.**
☐ **GORONEA, J.**
☐ **HA, M.**
☐ **HARRINGTON, T.**
☐ **HOFFMAN, F.**
☐ Horn, M. W.
☐ **JENSEN, T. P.**
☐ Lacalle, R.
☐ **LAND, R. D.**
☐ Leahy, T.
☐ **MADANI, M.**

☐ Circulate to Checked Names

☐ Marquez, A. M.
☐ Moese, J. C.
☐ **MORI, B.**
☐ **POST, S. H.**
☐ **POST, T. J.**
☐ **ROGERSON, R. A.**
☐ Root, N. F.
☐ Rut, T. M.
☐ **SAUBER, J. G.**
☐ Scharosch, D. L.
☐ **SEABERG, E. R.**

☐ **SHEPARD, R. W.**
☐ **SOMMARIVA, R. P.**
☐ **STORLIE, L. N.**
☐ Stott, R.
☐ **TRAVIS, R. E.**
☐ Valls, D.
☐ Warriner, P.
☐ **WIMAN, S. D.**
☐ **WONG, J. (TechPubs)**
☐ Woody, J.
☐ **ZELINSKI, R. J.**

☐ Additional Circulation: _____

☐ 2. Limited Review: _____

☐ 3. No Review Necessary

☐ 4. Prepare for Signatures and Publication

☐ 5. Std. Plan Sht./Bridge Std Detail Sht. Involved: _____

☐ Remarks for Change Letter: _____

☐ Additional Instructions or Comments: _____

MEMO RESPONSIBILITY (CONTACT PERSON)

- Responsible for keeping Memo & Attachments up-to-date
- Responsible for responding to questions involving Memo

Memo to Designers

Section 1 – General (Policy and Procedure)

MTD 1-0	Bridge Design Branch A Supervisor
MTD 1-1	Bridge Design Branch B Supervisor
MTD 1-2	Bridge Design Branch A Supervisor
MTD 1-3	Bridge Design Branch B Supervisor
MTD 1-4	Bridge Design Branch A Supervisor
MTD 1-5	Bridge Design Branch B Supervisor
MTD 1-6	Bridge Design Branch C Supervisor
MTD 1-7	Bridge Design Branch C Supervisor
MTD 1-8	Bridge Design Branch B Supervisor
MTD 1-11	Technical Specialist – Widenings
MTD 1-13	Detailing Committee Chair
MTD 1-14	Bridge Design Branch B Supervisor
MTD 1-15	Specifications & Estimates Branch Supervisor
MTD 1-20	Detailing Committee Chair
MTD 1-21	OPPM&S – Agreements Section Senior
MTD 1-22	Bridge Design Branch A Supervisor
MTD 1-23	Bridge Design Branch B Supervisor
MTD 1-29	Bridge Design Branch B Supervisor
MTD 1-32	Specifications & Estimates Branch Supervisor
MTD 1-35	Bridge Design Branch A Supervisor
MTD 1-36	Bridge Design Branch B Supervisor
MTD 1-37	Bridge Design Branch B Supervisor
MTD 1-38	Bridge Design Branch B Supervisor
MTD 1-39	Bridge Design Branch C Supervisor
MTD 1-40	Detailing Committee Chair
MTD 1-45	Transportation Architecture Branch Supervisor

Section 2 – Plan Preparation

MTD 2-1	Detailing Committee Chair
MTD 2-2	Detailing Committee Chair
MTD 2-11	Maintenance Support Branch Supervisor
MTD 2-25	Bridge Design Branch C Supervisor

Section 3 – Piles

MTD 3-0	Bridge Design Branch A Supervisor
MTD 3-1	Substructure Committee Chair
MTD 3-4	Substructure Committee Chair
MTD 3-6	Substructure Committee Chair

Section 4 – Footings

MTD 4-1	Substructure Committee Chair
MTD 4-2	Substructure Committee Chair

Section 5 – Abutments & Retaining Walls

MTD 5-1	Substructure Committee Chair
MTD 5-2	Substructure Committee Chair
MTD 5-3	Approach Slab Committee Chair
MTD 5-7	Technical Specialist – Earth Retaining Systems
MTD 5-8	Technical Specialist – Earth Retaining Systems
MTD 5-10	Bridge Design Branch A Supervisor
MTD 5-12	Technical Specialist – Earth Retaining Systems
MTD 5-14	Technical Specialist – Earth Retaining Systems
MTD 5-16	Technical Specialist – Earth Retaining Systems
MTD 5-17	Technical Specialist – Earth Retaining Systems
MTD 5-18	Technical Specialist – Earth Retaining Systems

Section 6 – Bents and Piers

MTD 6-1	Seismic Technology Section Senior
MTD 6-5	Seismic Technology Section Senior

Section 7 – Bearing & Expansion Devices

MTD 7-1	Technical Specialist – Joints Seals and Bearings
MTD 7-10	Technical Specialist – Joints Seals and Bearings



Section 8 – Deck Slabs

MTD 8-2	Deck Protection Committee Chair
MTD 8-5	Deck Protection Committee Chair
MTD 8-6	Bridge Design Branch B Supervisor
MTD 8-7	Bridge Design Branch B Supervisor

Section 9 – Existing Bridges

MTD 9-1	Bridge Design Branch B Supervisor
MTD 9-2	OSM&I – Bridge Ratings Section Senior
MTD 9-3	Technical Specialist – Widenings
MTD 9-4	Loads Committee Chair
MTD 9-5	Bridge Design Branch C Supervisor
MTD 9-6	OSM&I – Bridge Ratings Section Senior
MTD 9-7	Technical Specialist – Bridge Strengthening

Section 10 – Reinforced Concrete Box Girders

Section 11 – Precast and/or Prestressed

MTD 11-1	Prestressed Concrete Committee Chair
MTD 11-3	Prestressed Concrete Committee Chair
MTD 11-8	Prestressed Concrete Committee Chair
MTD 11-9	Prestressed Concrete Committee Chair
MTD 11-18	Prestressed Concrete Committee Chair
MTD 11-21	Prestressed Concrete Committee Chair
MTD 11-23	Prestressed Concrete Committee Chair
MTD 11-28	Prestressed Concrete Committee Chair
MTD 11-30	Prestressed Concrete Committee Chair
MTD 11-31	Prestressed Concrete Committee Chair
MTD 11-34	Prestressed Concrete Committee Chair

Section 12 – Structural Steel

MTD 12-1	Structural Steel Committee Chair
MTD 12-11	Structural Steel Committee Chair
MTD 12-15	Structural Steel Committee Chair
MTD 12-17	Structural Steel Committee Chair
MTD 12-28	Structural Steel Committee Chair



Section 13 – Pedestrian Structures

MTD 13-1 Transportation Architecture Branch Supervisor
MTD 13-2 Transportation Architecture Branch Supervisor

Section 14 – Railings & Barriers

MTD 14-3 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-4 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-6 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-8 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-10 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-14 Technical Specialist – Soundwalls, Railings and Barriers
MTD 14-19 Technical Specialist – Soundwalls, Railings and Barriers

Section 15 – Structural Analysis

MTD 15-2 Reinforced Concrete Committee Chair
MTD 15-15 Loads Committee Chair
MTD 15-16 Loads Committee Chair
MTD 15-17 Loads Committee Chair
MTD 15-18 Loads Committee Chair
MTD 15-20 Loads Committee Chair

Section 16 – Deflections

MTD 16-3 Structural Steel Committee Chair
MTD 16-4 Structural Steel Committee Chair

Section 17 – Railroads

MTD 17-100	Technical Specialist – Railroad
MTD 17-101	Technical Specialist – Railroad
MTD 17-102	Technical Specialist – Railroad
MTD 17-105	Technical Specialist – Railroad
MTD 17-106	Technical Specialist – Railroad
MTD 17-110	Technical Specialist – Railroad
MTD 17-115	Technical Specialist – Railroad
MTD 17-120	Technical Specialist – Railroad
MTD 17-121	Technical Specialist – Railroad
MTD 17-125	Technical Specialist – Railroad
MTD 17-130	Technical Specialist – Railroad
MTD 17-135	Technical Specialist – Railroad
MTD 17-140	Technical Specialist – Railroad

Section 18 – Drainage & Utilities

MTD 18-1	Technical Specialist – Drainage
MTD 18-2	Utilities Committee Chair
MTD 18-3	Utilities Committee Chair

Section 19 – Estimating

Section 20 – Seismic

MTD 20-1	Earthquake Committee Chair
MTD 20-2	Seismic Technology Section Senior
MTD 20-3	Seismic Technology Section Senior
MTD 20-4	Seismic Technology Section Senior
MTD 20-5	Loads Committee Chair
MTD 20-7	Seismic Technology Section Senior
MTD 20-9	Earthquake Committee Chair
MTD 20-11	Earthquake Committee Chair



Section 21 – Miscellaneous

MTD 21-11	Technical Specialist – Signs, Signals and Lighting Structures
MTD 21-12	Technical Specialist – Signs, Signals and Lighting Structures
MTD 21-13	Technical Specialist – Signs, Signals and Lighting Structures
MTD 21-19	Office of Structure Construction, Falsework Engineer
MTD 21-35	Reinforced Concrete Committee Chair
MTD 21-47	Reinforced Concrete Committee Chair
MTD 21-52	Bridge Design Branch B Supervisor

Section 22 – Sound Walls

MTD 22-1	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-5	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-10	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-20	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-25	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-30	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-35	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-50	Technical Specialist – Soundwalls, Railings and Barriers
MTD 22-55	Technical Specialist – Soundwalls, Railings and Barriers

Section 23 – Underground Structures

MTD 23-1	Technical Specialist – Underground Structure
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